

Job Planning Paper/Pencil Assessment Materials

Revised 5/2015

Interest Inventories

Transition to Work Inventory – (Second Edition) – An inventory for people with little or no work experience. Nonwork, leisure activities are matched to job options in this self-administered, and self-scoring inventory. It matches ratings of 96 nonwork activities to the 16 career clusters identified by the U.S. Department of Education.

- Language: English
- Reading Level: 7th grade
- Range: High school
- Administration Time: 25 minutes
- Scoring Option: Self-scoring
- Vendor: JIST Publishing (<http://www.jist.com>)
- Phone: 1-800-648-JIST (5478)

Self Directed Search – Form R (4th Assessment Edition: 1994 & Occupational Finder: 2000) – An easy-to-use, comprehensive career exploration tool that allows people to gain insight into the world of work and discover an occupational “match.” Individuals answer questions regarding their aspirations, activities, competencies, occupations, and other self-estimates and discovers occupations that best fit their interests and skills. The inventory yields a 3-letter summary code that designates the three personality types an individual most closely resembles. The six basic types are from John Holland’s theory. They are Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

- Languages: English,
- Compatibility: Interest in QUEST Preference Screen
- Range: High school and college students, and adults
- Norms: Normative data derived from a nationally representative sample of

- 2,603 students and working adults.
- Administration Time: 35 minutes
 - Scoring Option: Self-scoring takes approximately 10 minutes
 - Vendor: Psychological Assessment Resources, Inc.
(<http://www.parinc.com>) Phone: 1-800-899-8378

Self-Directed Search – Form E (4th Assessment Edition – 1996 & Occupational Finder: 2000) – The SDS Form E asks simple questions about an individual's likes and dislikes, their competencies, the jobs they find interesting, and their personal abilities. Individuals answer questions in the Assessment Booklet to obtain a 2-letter Summary Code (instead of the usual 3-letter code) with a simplified scoring system. Individuals use the code to search The Jobs Finder for jobs with matching or similar codes. This inventory focuses on training and jobs that require a high school diploma or less.

- Languages: English; Spanish
- Reading Level: 4th grade reading level
- Compatibility: Interest in QUEST Preference Screen
- Range: Adults and older adolescents with lower educational levels
- Norms: Normative data derived from a nationally representative sample of 2,603 students and working adults.
- Administration Time: 35 minutes
- Scoring Option: Self-scoring takes approximately 10 minutes
- Vendor: Psychological Assessment Resources, Inc.
(<http://www.parinc.com>) Phone: 1-800-899-8378

Career Game and Red Hot Jobs Workbooks (2000) – The Career Game and Red Hot Jobs Workbooks are a coordinated set of workbooks that helps people convert hobbies, heroes and personal favorites into an actual list of potential careers. It has a positive, youthful attitude and non-threatening style and brings enthusiasm to the process of career investigation. There is a six-category interest scale with color and graphic appeal.

- Languages: English
- Reading Level: 8th grade
- Range: Eighth grade to adult
- Administration Time: 45-50 minutes
- Scoring Option: Self-scoring and can also utilize the optional computer

software

- Vendor: Rick Trow Productions, Inc. (<http://www.careergame.com>) Phone: 1-800-247-9404

Career Game Explorer – The Career Game Explorer Workbook is a lower reading level than the actual Career Game. It also provides individuals the opportunity to convert hobbies, heroes and personal favorites into an actual list of potential careers. It has a positive youthful attitude and non-threatening style and brings enthusiasm to the process of career investigation. There is a six-category interest scale with color and graphic appeal.

- Languages: English
- Reading Level: 5th grade
- Range: Eighth grade to adults
- Administration Time: 45-50 minutes
- Scoring Option: Self-scoring
- Recommended Support Materials: Counselor Tools Optional
- Vendor: Rick Trow Productions, Inc. (<http://www.careergame.com>) Phone: 1-800-247-9404

Occupational Career Exploration Inventory (CEI) – (Third Edition) – Job seekers can explore and plan three major areas of their lives, work, leisure activities, and learning with this assessment. Individuals respond to 128 questions and consider their past, present, and future interest. Scores connect to 16 career clusters developed by the U.S. Department of Education with related jobs, education and training options, and leisure activities listed for each.

- Languages: English, Spanish
- Reading Level: 6th Grade
- Range: High school, college students, and adults
- Norms: Employed and Unemployed Adults ages 18-73
- Administration Time: 30 minutes
- Scoring Option: Self-scoring takes approximately 5 minutes
- Vendor: JIST Publishing (<http://www.jist.com>) Phone: 1-800-648-JIST (5478)

COPS (2003) – Consist of 168 items, providing job activity interest scores related to the 14 COPS System Career clusters. Each cluster is keyed to high school and college curriculum, as well as current sources of occupational information. The COPS interpretive materials emphasize a “hands-on” approach to career exploration, featuring career and educational planning worksheets, along with a listing of suggested activities to gain experience.

- Languages: English, Spanish
- Compatible Assessments: CAPS ability battery, COPES work values survey
- Range: Seventh grade through high school, college and adults
- Norms: High school and college (please specify preference when ordering)
- Administration Time: 20-30 minutes
- Scoring Option: Self-scoring
- Recommended Support Materials: Comprehensive Career Guide if utilizing
- COPS with either COPES or CAPS
- Vendor: Edits (<http://www.edits.net>) Phone: 1-800-416-1666

COPS II (2003) – The COPS Intermediate Inventory (COPS II) provides a measure of interests based on knowledge of school subjects and activities common to students in the fourth grade and up. Along with the inventory, each COPS II booklet contains scoring instructions and interpretive information. This interpretive information includes Cluster descriptions and sample occupations for each Cluster, in addition to relevant classes and practical suggestions for gaining experience. The COPS-II is appropriate for elementary and middle school students, as well as older students with reading or academic difficulties.

- Languages: English
- Compatible Assessments: CAPS ability battery, COPES work values survey
- Range: Fourth grade through high school
- Administration Time: 20-30 minutes
- Scoring Option: Self-scoring in combined Self-Scoring Booklet and Interpretation Guide, 15-20 minutes
- Recommended Support Materials: Comprehensive Career Guide if utilizing
- COPS II with either COPES or CAPS
- Vendor: Edits (<http://www.edits.net>) Phone: 1-800-416-1666

Picture Inventory Career Survey (PICS) - This is a reading free interest inventory, which allows individuals to explore interest by looking at pictures of people at work rather than text-based items. Test takers are presented with 36 sets of 3 pictures and will choose which of the three portrayed occupations seems most interesting. Based on the number and kind of pictures selected, PICS creates a profile using the John Holland Theme scales of Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

- Languages: For individuals with limited or no reading ability in all languages
- Range: High school
- Administration Time: 15 minute
- Scoring Option: Self-scoring takes approximately 5 minutes
- Vendor: JIST Publishing (<http://www.jist.com>) Phone: 1-800-648-JIST (5478)

Reading-Free Vocational Interest Inventory II (2000) – The R-FVII measures the vocational interests of special populations. It uses pictures of individuals engaged in different occupations to measure the vocational likes and dislikes of students and adults who are mentally retarded, learning disabled, adult disadvantaged, or enrolled in alternative or vocational/career training programs. No reading or writing is required. It consist of a series of 55 sets of three drawings, each depicting different job tasks. The R-FVII: 2 explore a wide range of jobs at the unskilled, semiskilled, and skilled levels. It has rating for 11 areas of interest.

- Languages: Pictures only, instructions in English
- Reading Level: None
- Range: Age 13 years and older
- Norms: Separate norms for people who are mentally retarded, learning disabled, and adult disadvantaged/work sheltered.
- Administration Time: 20 minutes
- Scoring Option: Manual Scoring
- Recommended Support Materials: None
- Vendor: PRO-ED, Inc. (<http://www.proedinc.com>) Phone: 1-800-897-3202

Employment Success Inventories

Barriers to Employment Success Inventory (BESI) – (Third Edition) – This inventory quickly and effectively identifies barriers that keep people from succeeding in the job search and on the job. It also helps specialist recognize those who need immediate intervention or special assistance such as referrals. Clients rate 50 simple statements covering five categories: Personal and Financial, Emotional and Physical, Career Decision-Making and Planning, Job-Seeking Knowledge, and Training and Education. Once the barriers to employment are clearly identified, the BESI suggests ways to overcome them and help test takers complete an action plan. The plan can be used in-group or individual career counseling.

- Languages: English
- Reading Level: 7th Grade
- Range: High school, college students, and adults
- Administration Time: 20 minutes
- Scoring Option: Self-scoring
- Vendor: JIST Publishing (<http://www.jist.com>) Phone: 1-800-648-JIST (5478)

Offender Reintegration Scale (ORS) – This assessment identifies the challenges offenders will face upon release and reentry into society. It measures barriers in the following categories: Basic Needs, Job Search, Family Concerns, Life Skills, and Career Development. It helps specialist to understand the client's major concerns and helps the client to develop a plan for overcoming these barriers to become a successful contributing member of society.

- Languages: English
- Reading Level: 7th Grade
- Range: Ex-Offenders
- Administration Time: 25 minutes
- Scoring Option: Self-scoring
- Vendor: JIST Publishing (<http://www.jist.com>) Phone: 1-800-648-JIST (5478)

Values Inventory

Career Orientation Placement and Education (COPEs) (1995) – The COPEs provides a measure of values to supplement programs in educational and industrial career counseling. COPEs scores are keyed to the 14 COPEsSystem Career Clusters and examinees will discover which occupational areas match their personal values.

- Languages: English
- Compatible Assessments: COPEs Interest Inventories, CAPS ability battery
- Range: Middle school, high school, college and adults
- Norms: High school/college combined
- Administration Time: 30-40 minutes
- Scoring Option: Self-scoring in 15-20 minutes
- Recommended Support Materials: Comprehensive Career Guide if utilizing
- COPEs with either CAPS or COPEs
- Vendor: Edits (<http://www.edits.net>) Phone: 1-800-416-1666

Learning Style Inventories

CITE – A learning styles inventory assessing an individual's learning styles. Learning styles areas assessed are auditory language, visual language, kinesthetic-tactile, and written expressive learners.

- Languages: English
- Reading Level: Sixth grade
- Range: High School Students and Adults
- Norms: High School Students
- Administration Time: 30 minutes
- Scoring Option: Hand Scored
- Vendor: No vendor, developed through the Wichita Public Schools and the
- Murdock Teacher Center as a federal grant and materials can be copied for distribution.

Aptitude Tests

Career Ability Placement Survey (CAPS) (6/2003) – The (CAPS) Career Ability Placement Survey is a comprehensive, multi-dimensional battery designed to measure vocationally relevant abilities. The eight ability dimensions measured are Mechanical Reasoning, Spatial Relations, Verbal Reasoning, Numerical Ability, Language Usage, Word Knowledge, Perceptual Speed and Accuracy, and Manual Speed and Dexterity. Each of the eight ability dimensions is keyed to entry requirements for the majority of occupations in each of the 14 COPS System Career Clusters. CAPS scores are interpreted in terms of examinee's abilities relative to others at the same educational level. Scores are also interpreted in terms of each of the 14 COPS System Career Clusters. Examinees learn which occupational areas are most suited to present abilities and which areas might require a bit more training if examinees are interested in pursuing related occupations.

- Languages: English, Spanish
- Compatible Assessments: COPS Interest Inventories, COPES work values survey
- Range: Middle school, high school, college and adults
- Norms: Eighth through twelfth grade, college
- Administration Time: 20-30 minutes
- Scoring Option: Self-scoring in 15-20 minutes
- Recommended Support Materials: Comprehensive Career Guide if utilizing
- CAPS with either COPES or COPS
- Vendor: Edits (<http://www.edits.net>) Phone: 1-800-416-1666

Reading-Arithmetic Index-12 (RA-12):

- Reading Index-12 (1995) – The test assesses an individual's level of development in reading. It is widely used for entry-level positions. The test contains 60 items that help test applicant's ability to read and understand basic materials through twelfth grade.
 - Languages: English
 - Reading Level: 1st grade and above
 - Compatible Assessments: SRA Arithmetic Index
 - Range: Middle School through adults
 - Norms: Industrial norms provided in examiner's manual
 - Administration Time: 25 minutes
 - Scoring Option: Hand-scored carbon format

- Vendor: General Dynamics Information Technology - Phone: 312-242-4203 (Vernelle Caspar) Fax: 312-726-3398
- Arithmetic Index-12 (1995) – The test helps assess an individual's level of development in arithmetic. It is widely used for entry-level positions. The test contains 54 items that help test applicant's ability to add, subtract, multiply, divide and use fractions, decimals and percentages, through grade level twelve.
 - Languages: English
 - Reading Level: 3rd grade and above
 - Compatible Assessments: SRA Reading Index
 - Range: Middle School through adults
 - Norms: Industrial norms provided in examiner's manual
 - Administration Time: 25 minutes
 - Scoring Option: Hand-scored carbon format
 - Vendor: General Dynamics Information Technology - Phone: 312-242-4203 (Vernelle Caspar) Fax: 312-726-3398

Bennett Mechanical Comprehension Test, Second Edition (Updated 1992) – Assists in the selection of employees for jobs that require the ability to understand the relationship of physical forces and mechanical elements in practical situations. Useful in assessing applicants for a variety of jobs, including: electrical and mechanical positions, skilled trades, and computer operators.

- Languages: English and Spanish
- Reading Level: 6th grade
- Range: High school students and adults
- Administration Time: 30 minutes
- Scoring Option: Hand-scored – Percentile Scores
- Vendor: Pearson (<http://us.talentlens.com/>) Phone: 888-298-6227

Achievement Test

Test of Adult Basic Education (TABE) - Form 9 & 10 (2002) – The test assesses adult basic reading, mathematics, and language skills, as well as including optional spelling, vocabulary and language mechanics tests. The assessment yields objective mastery information for basic skills, and provides percentile, scale scores, and grade equivalent scores. Form 9 and

10 was piloted on thousands of adult students to make sure the items are true indicators of an individual's abilities. The scores reveal whether students have mastered topics similar to those covered by the GED, or whether they will need more instruction and practice. The test also provides correlations to predict success on the GED.

- Languages: English; Spanish
- Compatible Assessments:
- Range: Adults
- Administration Time: Three hours for complete battery
- Scoring Option: Hand-scored carbon format
- Vendor: CTB/McGraw Hill (<http://www.ctb.com>) Phone: 1-800-538-9547

ASSET (B2 &C2) – The ASSET is an assessment-advising program designed to identify the basic skill levels of examinees as they enter two-year institutions. The primary goal of this assessment process is to efficiently and effectively gather information about an examinee's skills, needs, and plans, as an important step in the process of assisting the examinee in developing and implementing a sound program of study.

- Languages: English
- Reading Level: 12th grade
- Compatible Assessments: COMPASS
- Range: High School Students and Adults
- Norms: High School Students from 23 institutions
- Administration Time: 75 minutes
- Scoring Option: Hand-scored carbon format
- Vendor: ACT ASSET Program (www.act.org/asset) Phone: 319.337.1376

Street Survival Skills Questionnaire (SSSQ) – The SSSQ assesses functional community living and prevocational skills. It provides a method of assessing adaptive behaviors in nine skills areas. The areas of Basic Concepts, Functional Signs, Tools, Domestic Management, Health, Safety and First Aid, Public Services, Time, Money and Measurements. The administrator can choose to administer all or only subtest of the assessment.

- Languages: English
- Reading Level: 2nd Grade
- Range: High School Students and Adults
- Norms: Age 9 ½ through Adult

- Administration Time: 45 minutes
- Scoring Option: Hand-scored
- Vendor: McCarron Dial Systems Phone: 214-634-2863

Basic Skills Inventory – The Basic Skills Inventory is an activity to gain an understanding of abilities, particularly in regard to identifying survival skills such as important words, reading a telephone directory, reporting personal information, working with numbers and money, measuring, telling time, and using a calendar.

- Languages: English
- Reading Level: 2nd Grade
- Range: High School Students and Adults
- Norms: No normative data, provides information relating to correct and incorrect responses
- Administration Time: 30 minutes
- Scoring Option: Hand-scored

Vendor: Copies can be obtained from Sandy Ham at State Office.